

ADMINISTRATIVE SECRETARY

DISTINGUISHING FEATURES

The fundamental reason the Administrative Secretary exists is to perform highly responsible and complex administrative assignments involving a wide variety of independently performed tasks for a City department or multiple divisions, to assist in better delivery of services and continually improve services to the customer. This classification may supervise other support staff. Work is performed under general supervision of a department manager or director. Administrative Secretary is distinguished from Secretary by the greater complexity of assignments and the independence with which work is performed.

ESSENTIAL FUNCTIONS

Answers questions to a variety of inquiries, over the telephone and in person, to provide information on policy, procedure and resolve questions or problems relating to area of assignment.

Monitors budget accounts to include membership fees, subscriptions, professional development training, office supply purchases, and professional services.

Compiles and maintains a variety of fiscal records and/or documents.

Creates and maintains accurate complex records, databases, and integrated filing systems containing various subject matter to provide easy access to records information.

Coordinates the flow of paperwork. Visually verifies and reviews materials for accuracy and completeness.

Prepares and composes written documents and correspondence requiring independent judgment in handling problems of format, procedure, and context.

Types a wide variety of documents, statistical and descriptive reports, budget and financial documents, meeting agendas, letters, memos and administrative reports.

Participates and assists in the administration of program functions and activities in the office to which assigned.

Operates a keyboard to enter data or information into a personal computer (PC) to produce support materials used for publication or distribution in a timely manner.

Prepares and reviews material for action, and initiates final distribution of records, files, or information.

Schedules meetings, appointments and conference room bookings; maintains electronic calendars for executive level management of area assignment.

Coordinates activities with other City departments, the general public and outside agencies; arranges meetings, conferences and civic functions; makes travel arrangements for staff.

Attends meetings, take minutes and transcribes as necessary; or acts as secretary to a Board or Commission.

Establishes, organizes and maintains paper and computerized filing systems; orders and maintains office supplies.

Greets visitors, responds to telephone inquiries and directs inquiries to the appropriate staff member.

Responds to sensitive requests for information that may involve confidential matters.

Assists City staff and the general public in interpreting and applying City policies and procedures.

Manages office support functions including coordinating and prioritizing clerical work assignments in some areas.

Maintains regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Proper business English, grammar, spelling and basic arithmetic.
Modern office practices, procedures and equipment.
PC software applications necessary to perform work including Microsoft Office software, Word, Excel, PowerPoint, and Access.
Rules of formatting reports, charts, and correspondence.
Bookkeeping practices and methods.
Principles and practices of employee supervision, training, and evaluation (by assignment).

Ability to:

Type/key 55 wpm (words per minute) net on a daily, routine basis.
Operate a variety of standard office equipment including telephone, personal computer (PC) fax machine, copy machine, and calculator that requires continuous and repetitive arm, hand and eye movement.
Plan, prioritize and meet changing deadlines.
Exercise good judgment and act independently.
Plan, organize and coordinate activities of staff.
Sit for extended periods of time.
Comprehend and make inferences from written materials.
Make mathematical calculations with speed and accuracy.
Listen and communicate effectively both orally and in writing with all those encountered in the course of work.
Establish and maintain effective working relationships with City officials, City staff and the general public.
Perform informational research involving the compilation of data.
Explain policies, rules and regulations to employees.
Perform special projects as assigned.
Move light objects weighing less than 20 pounds, such as mail, supplies, and files short distances.

Education & Experience

Requires graduation from high school or a GED and any combination of training and experience equivalent to five years of progressively responsible secretarial experience and advanced secretarial training, including word processing. Requires the skill and experience to operate a personal computer (PC). Must possess excellent writing and oral communication skills and type/key 55 wpm (words per minute) net.

A valid Arizona driver's license with no major driving citations in the last 39 months is required for all driving positions.

FLSA Status: Non-exempt

HR Ordinance Status: Classified